Position Summary:

The Port Jervis Free Library is seeking a part-time employee to fill an open clerk position. A successful candidate will work under the director and supervisors on duty to provide support and perform duties related to library services for the Port Jervis Free Library on a part-time basis (up to 19 hours per week).

Work schedule: TBD (will include some weekends)

EssentialDuties**:** Duties may change and others may be assigned. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed below.

* Follow predetermined procedures and policies in the library and use library resources that are simple or of limited complexity.
* Check out and check in library materials; register students and other users of the library.
* Perform other circulation-related activities using the integrated library system (ILS).
* Shelve books and periodicals and helps maintain the physical collection.
* Answer telephones, assist patrons, and take accurate messages when necessary.
* Assist patrons with the use of photocopiers, printers, and scanners.
* Communicate predetermined library policies and procedures to library users.
* Assist patrons with directional questions and respond to simple questions regarding the use of Library resources, such as locating items in the online public access catalog and using the Library website, and other search engines to locate information about resources and services.
* Provides basic technical support to library patrons.

Experience & Educational Background:

* High School Diploma required.
* 2+ years related library or customer service experience preferred.

Skills & Competencies:

* Highly responsible regarding time and attendance.
* Very strong communication skills and ability to project a positive attitude about the Library when interacting with Library patrons.
* Must be able to lift to 20 pounds.
* Good reading, data entry, word processing, and computer skills; accuracy and attention to detail.
* Customer service demeanor, good listening skills, and demonstrated patience when dealing with patrons.
* Sound judgment about when to respond and when to refer patrons and/or questions to a professional librarian or supervisor. Self-discipline and judgment are essential as work will almost always be performed in the absence of a supervisor.